

DA Memo 340-3

MEMORANDUM }
No. 340-3 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, D.C., 14 February 1969

Expires 14 February 1972

OFFICE MANAGEMENT

PROGRAM FOR UNOFFICIAL HISTORICAL RESEARCH IN CLASSIFIED ARMY RECORDS

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Section I. GENERAL

1. Purpose. This memorandum prescribes policies and procedures for the Department of the Army program enabling U.S. citizens to perform unofficial historical research in classified Army records.

2. Authority. Under provisions of Executive Order 10816, the Secretary of the Army has discretionary authority to permit persons outside the executive department to have access for historical research purposes to classified defense information within the agency provided he:

a. Determines that access to the information is not inconsistent with the interests of national defense.

*This memorandum supersedes DA Memo 345-3, 14 January 1966.

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- b. Accomplishes a personal clearance of the applicant for access.
 - c. Takes steps to insure that classified information is not compromised.
- 3. General policy. a. The Secretary of the Army has chosen to exercise the authority granted by Executive Order 10816 and has established a program for the use of classified Army records for unofficial historical research.
 - b. The Secretary of the Army has designated The Adjutant General as his representative in administering this program.
 - c. In accomplishing the personal clearance of applicants, the standards and criteria for the clearance of civilian employees, as published in AR 604-5, will apply.
- 4. Responsibilities. a. The Adjutant General is responsible for--
 - (1) Insuring that policies and procedures in this memorandum are implemented.
 - (2) Making final determination on applications for access to classified Army records for unofficial historical purposes.
 - (3) Arranging with the Administrator of the General Services Administration for procedures to insure that the program for unofficial access to classified Army records in his custody is properly administered.
 - b. The Commanding General, U.S. Army Intelligence Command (USAIRIC), Fort Holabird, Maryland, checks each applicant for access to classified records upon request by The Adjutant General as provided in AR 340-1.
 - c. Headquarters, Department of the Army offices are responsible for reviewing and evaluating all applications forwarded to them for subject matter coordination by The Adjutant General.
 - d. The Chief of Public Information is responsible for reviewing for clearance all manuscripts submitted to him by unofficial researchers under this program.

Section II. PROCESSING APPLICATIONS

- 5. Initial routing of applications. a. Inquiries concerning unofficial access to classified Army records received in Headquarters, Department of the Army offices will be forwarded to The Adjutant General, ATTN: AGAR-3.

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b. The Adjutant General will forward the forms listed below to the applicant for completion in the number of copies indicated and for return to The Adjutant General, ATTN: AGAR-S:

(1) DA Form 2740 (Application To Use Department of the Army Files), 2 copies.

(2) DA Form 3208 (Worksheet for National Agency Check Request), 1 copy.

(3) DA Form 1111 (Statement of Nonaffiliation with Certain Organizations), 1 copy. A copy of CSC Form 385 (Organizations Designated by the Attorney General Under Executive Order 10450) will be forwarded with the DA Form 1111 for the applicant's information and use in executing his application.

(4) FD Form 258 (FBI U.S. Department of Justice Fingerprint Card), 2 copies.

c. Upon receipt of the completed forms, The Adjutant General will forward the DA Form 2740 to the custodian of the records for his analysis and preparation of DA Form 2740-1 (Action on Application To Use Department of the Army Files). Specifically, The Adjutant General will request the records custodians to--

(1) Describe briefly the records in his custody pertinent to the research project, indicating the volume and the security classification of the records and any special restrictions imposed on the use of the files.

(2) Ascertain if declassification of all or part of the records under the automatic regrading provisions of DOD Directive 5200.10 and AR 380-6 is a feasible alternative to approval of the application.

(3) Include any comments that will assist The Adjutant General in processing the application.

(4) Return the DA Form 2740 and two copies of the completed DA Form 2740-1 to The Adjutant General.

6. Personal clearance. a. The Adjutant General will initiate action for clearance of the applicant by a request to the Commanding General, USA INTC, citing AR 340-1 as authority.

b. The check will be of a type that will meet the civilian employee requirements of paragraph 13, AR 604-5, except that an interview of the applicant will not be conducted without approval from The Adjutant General's Office.

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c. The Commanding General, USAINTC, will notify The Adjutant General of the results. The Adjutant General will make the final determination as to the applicant's personal clearance for access based on the results and the criteria set forth in paragraph 17a, AR 604-5.

7. Subject matter coordination. The Adjutant General will coordinate the application, as appropriate, with the Headquarters, Department of the Army, offices having an interest in the subject of the proposed historical research project. They will evaluate the application on the basis of whether access to the classified information is not inconsistent with the interests of national defense.

8. Final determination and notification. The Adjutant General will make the final determination for the Secretary of the Army as to whether the application will be approved or disapproved, and will notify the applicant of the decision. He will also notify the custodian of the records of the decision in any case for which he has submitted DA Form 2740-1.

Section III. RESEARCH OPERATIONS, NOTES, AND MANUSCRIPTS

9. Security review of classified documents. In order to facilitate the use of classified records, authorized researchers will be required to select the classified documents which are to be used. After the documents have been selected and before any notes are made from the documents, The Adjutant General will arrange with the custodian of the records for a review of the documents for possible declassification. Any documents which are declassified will be made available to the researcher.

10. Use of classified documents. Documents which are not declassified prior to this review may be examined by the authorized researcher. This examination will be limited to a review for background purposes, and notes will not be made from the documents. An exception may be granted to permit the making of a limited number of notes when the researcher can restrict the documents to only a few which are vital to his research project. Notes taken from these documents will be handled as provided below.

11. Format of classified notes. To facilitate the review and clearance of notes made from classified records, as required in paragraph 13, researchers will be required to--

a. Type notes on letter size paper (8" x 10 $\frac{1}{2}$ ") using only one side of sheet. Each sheet of notes will pertain to not more than one document.

b. Indicate at the top of each note made from a classified document the origin of the document used, its date, subject, folder number or identification, file location, and security classification.

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c. Number each sheet of notes consecutively.

d. Leave the last 3 inches on the bottom of each sheet of notes blank for use by reviewing authorities.

e. Prepare and maintain classified notes separately from unclassified notes.

12. Safeguarding classified notes. The Adjutant General will arrange with custodians of classified records to insure that notes made from classified records are not removed by researchers. Such notes will be safeguarded as defense information until declassified.

13. Review and clearance of classified notes. a. The Adjutant General will arrange for classified notes made from Army records to be forwarded to him by the custodian. The Adjutant General will refer the notes for a security review to the appropriate Headquarters, Department of the Army offices having primary interest in the subject matter. The offices concerned will return the notes with recommendations on declassification to The Adjutant General, AGAR-S, for declassification action.

b. When the security review has been completed, notes which have been declassified will be returned to the researcher by The Adjutant General. Notes or portions of them which cannot be declassified will be retained by The Adjutant General.

14. Review of manuscript. Researchers who are permitted access to classified records for unofficial research will submit their final manuscript to the Chief of Public Information, ATTN: Office for the Freedom of Information, Office of the Secretary of the Army, Washington, D.C., 20310. On completion of the clearance action, the manuscript will be returned to the researcher.

(AGAR)

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

W. C. WESTMORELAND,
General, United States Army,
Chief of Staff.

Distribution:

Headquarters, Department of the Army

OSS CORRESPONDENCE

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STATUS CONTROL

ADJ. GEN. REF # AGAR	TAGU MEMO DATE	RESEARCHER'S NAME	No. OF OSS DOCS.	DATE REC'D IN RAB	FWD TO SSU	RET'D BY SSU	RET'D TO AGU
STATINTL							
9043	24 May 69		12	9 JUNE	10 JUN	11 July	11 July 1969 File CLOSE
NONE	26 MAR 70		0	27 MAR	2 APR		
9141/1	3 MAR 70		8	9 MAR	13 MAR	14 APR	23 APR
9521/3	13 MAR 70		3	17 MAR	18 MAR	22 APR	27 APR
9521/8	29 APR		1	4 MAY	5 MAY		
9518/1	27 MAR		6	2 APR	16 APR	11 May	18 MAY
70508	16 JUNE		6	23 JUNE	25 JUNE	21 July	10 Aug
9518	19 JUNE		6	29 JUNE	29 JUNE	24 Aug	31 Aug

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